

DIRECT DEPOSIT

WAIVER REQUEST FORM

Attention All Travelers ...

I request a waiver of having my travel voucher payment sent to my financial institution. I have cited a reason and provided a justification below. I understand that my first and second line supervisor must sign off on this form, and that final approval will be given by the manager of the AFM-330 organization in headquarters. Please complete all information to be considered for a waiver.

Section 1: Employee Information

Employee Name (please print and sign) _____		Organization and Routing Symbol: _____
Facility Address: _____	Work Telephone Number: _____	Date: _____

Section 2: Reason for Waiver (*see next page)

<input type="checkbox"/> Imposes a hardship	<input type="checkbox"/> Infrastructure in a foreign country	<input type="checkbox"/> Disaster area
<input type="checkbox"/> Military operation	<input type="checkbox"/> National emergency	<input type="checkbox"/> National security
<input type="checkbox"/> Payment is non-recurring		

Section 3: Justification for Waiver

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Section 4: Approvals

First Line Supervisor (please print and sign) _____	Phone Number _____	Date _____	
Second Line Supervisor (please print and sign) _____	Phone Number _____	Date _____	
Office of Financial Management	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	Date _____

Title 31, Part 208, sec. 4

Payment by electronic funds transfer is not required in the following cases:

- (a) Where an individual determines, in his or her sole discretion, that payment by electronic funds transfer would impose a hardship due to a physical or mental disability or a geographic, language, or literacy barrier, or would impose a financial hardship. In addition, the requirement to receive payment by electronic funds transfer is automatically waived for all individuals who do not have an account with a financial institution and who are eligible to open an ETA\SM\ under Sec. 208.5, until such date as the Secretary determines that the ETA\SM\ is available;
- (b) Where the political, financial, or communications infrastructure in a foreign country does not support payment by electronic funds transfer;
- (c) Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared;
- (d) Where either:
 - (1) A military operation is designated by the Secretary of Defense in which uniformed services undertake military actions against an enemy, or
 - (2) A call or order to, or retention on, active duty of members of the uniformed services is made during a war or national emergency declared by the President or Congress;
- (e) Where a threat may be posed to national security, the life or physical safety of any individual may be endangered, or a law enforcement action may be compromised;
- (f) Where the agency does not expect to make more than one payment to the same recipient within a one-year period, i.e., the payment is non-recurring, and the cost of making the payment via electronic funds transfer exceeds the cost of making the payment by check; and
- (g) Where an agency's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than electronic funds transfer; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than electronic funds transfer.

Any individual determination of a hardship due to a physical or mental disability shall be considered solely for the purpose of waiving the EFT requirement.